



OFFICE OF ENTERPRISE TECHNOLOGY SERVICES

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Information Technology Steering Committee
August 24, 2017
Hawai'i State Capitol, Room 329

Meeting Minutes

Members Present	
Name	Affiliation
Nacapuy, Todd (Chair)	Office of Enterprise Technology Services (ETS)
Ancheta, Benjamin Jr.	Ekahi Health System
Kuroiwa, Jared I.	KHON-2
Taguchi, Kelly	Spectrum
Nakaoka, Aryn	Tri-net Solutions
Nishida, Michael*	First Hawaiian Bank
Sakuda, Christine*	Transform Hawai'i Government
Thornton, Kevin	The Judiciary
Yamashita, Kyle (Representative)	Hawai'i State Legislature
Yoshimi, Garret	University of Hawai'i

Other Attendees	
Name	Affiliation
Borey, Ashley	TEKsystems
DeMello, Keith	ETS
DePonte, Derek	ETS
Donovan, Kristina	TEKsystems
Fors, Michael	Public Consultant Group
Fritz, Peter	Member of the public
Hoang, Vincent	ETS
Kawabata, Kristen	TEKsystems
Koehler, Jerome	Hawai'i Information Consortium (HIC)
Kunimoto, Valri	Department of the Attorney General (AG)
Lee, Kathleen	Hawai'i Public Policy Advocates
Lee, Kathryn	Data House
Libbert, Melissa	Microsoft
Loughran, Adam	Microsoft
Nakasawa, Alison	DataHouse
Okamura, Helene	Department of Agriculture
Pavlicek, Melissa	Hawai'i Public Policy Advocates
Powell, Wade	Amazon Web Services
Sato, Clay	AG / Hawai'i Criminal Justice Data Center
Shimabukuru, Alison	Hawaiian Telcom
Vellanki, Bhanu	eWorld
Xu, Jing	HIC
Fang, Zheng	HIC

*Immediately prior to the meeting, Michael Nishida and Christine Sakuda were sworn in as new members of the Information Technology Steering Committee (ITSC), both appointed by the Speaker of the House to serve the remainder of the terms previously vacated, through June 30, 2019.

I. Call to Order

Chair Nacapuy called the meeting to order at 1:36 p.m. Quorum was established with eight members present. *Note: The eleven-member ITSC requires at least six members to establish quorum and take official action.*

II. Announcements

Chair Nacapuy invited the following new members of the ITSC to introduce themselves:

- Michael Nishida, Vice President, First Hawaiian Bank
- Christine Sakuda, Executive Director, Transform Hawai'i Government

The Chair also announced that Senate Bill 850 HD2 CD1, Relating to Information Technology, was signed into law as Act 37 by Governor David Ige on June 22, 2017. Effective July 1, 2017, Act 37 strengthens governance and third-party review of large information technology (IT) projects throughout the entire executive branch to ensure success. Specifically, it requires departments to conduct independent verification and validation (IV&V) for IT projects that meet designated cost and complexity thresholds set by the State CIO. This includes the Department of Education (DOE) and University of Hawai'i, which by constitutional provisions and administrative directives are not traditionally within the CIO's oversight.

ETS is working on processes to incorporate the DOE and university into IT governance with regard to IV&V.

III. Review and Approval of February 2017 Meeting Minutes

Member Yoshima moved for the ITSC to approve the May 2017 meeting minutes, and Member Ancheta seconded the motion. The ITSC adopted the minutes with seven members voting in its favor, none opposing, and Member Sakuda abstaining.

Members Thornton and Yamashita arrived at 1:45 p.m. and 1:50 p.m., respectively, increasing member attendance to ten.

IV. Public Testimony on Agenda Items

No written testimony received.

Mr. Peter Fritz offered testimony relating to Titles II and III of Section 508 of the Rehabilitation Act of 1973, as amended, which relate to web accessibility. Mr. Fritz stated that some agencies are posting documents to the online State calendar in inaccessible format. He acknowledged that ETS has exhibited good practice with posting its agenda and meeting packets, and there has been more of a focus on accessibility, in general. However, he stated that more proactive support is needed for agencies, including a policy for documents provided from the public (e.g., testimony).

Chair Nacapuy shared that ETS had worked with the Disability and Communication Access Board (DCAB) last legislative session to support a budget request for a web accessibility coordinator within DCAB, but the 2017 Legislature did not approve the request. Regardless, ETS is starting to roll out a training program in partnership with Adobe.

V. Chief Information Officer's Report

Hawai'i Annual Code Challenge (HACC)

Chair Nacapuy invited ITSC members to the HACC Kickoff on Aug. 26. Governor Ige will provide opening remarks, welcoming hundreds of anticipated computer programmers, software developers, and tech-minded innovators to launch the four-week, hackathon-inspired competition. HACC 2017 is on track to exceed the success of last year's inaugural event, which brought together hundreds of participants with state subject matter experts and partners. More information is available at <http://hacc.hawaii.gov>.

Enterprise Payroll and Time & Attendance Modernization (HawaiiPay)

The HawaiiPay project is being implemented in two phases: Payroll followed by Time & Attendance. As executive sponsor, the Comptroller determined that the project will be starting deployment of the hosted PeopleSoft payroll system within the April-July 2018 timeframe for the first deployment group, which will consist of the Department of Accounting & General Services (DAGS) and Department of Human Resources Development (DHRD). Remaining departments will begin transitioning in third quarter 2018.

It was acknowledged that the HawaiiPay project is a very ambitious, complex project, serving more than 75,000 full- and part-time employees.

Tax System Modernization (TSM)

On July 5, 2017, Governor Ige named Chair Nacapuy (in his role as State CIO) executive sponsor of the TSM program. While the Department of Taxation continues to manage all operational aspects of tax administration, Nacapuy will lead all technical aspects of TSM in recognition of the highly technical nature of major modernization projects. This will include the CIO's direct receipt of "Independent Verification and Validation" (IV&V) progress reports as well as oversight of the project consultant, FAST Enterprises.

ETS is already collaborating with the Department of Taxation, the project team and consultant FAST Enterprises to implement a high-touch, "taxpayer-first" strategy. This includes a refresh of the Hawai'i Tax Online website that launched on August 14. Chair Nacapuy stated that the new site should scale better for mobile devices.

VI. Information Technology (IT) Roadmapping Presentation

In accordance with [section 27-43](#), Hawai'i Revised Statutes (as modified by Act 58, SLH 2016), State executive branch departments are now required to develop and maintain respective multi-year IT strategic and tactical plans and roadmaps as part of the State's overall IT strategic plans.

Earlier this year, ETS initiated a department by department effort to assist them in the development and refinement of their roadmaps. Full participation in this effort is among the ITSC's metrics for evaluating the CIO, with a deadline of December 1, 2017.

Chair Nacapuy walked through the presentation on IT roadmapping attached to the agenda. He also stated that ETS has worked with the Department of Budget and Finance (B&F) to incorporate the roadmaps into the IT governance and budget planning purposes. The idea is that if a department's spending request is not in its budget request, ETS will not approve the spending request without sound justification. As of September 1, 2017, ETS has collected preliminary roadmaps from all applicable departments and is continuing their refinement.

VII. Metrics for the Evaluation of the Chief Information Officer

As previously reported, ETS created a webpage to track metrics approved by the ITSC to evaluate the CIO. The webpage is accessible at <http://ets.hawaii.gov/it-steering-committee/> (see “Evaluation of the CIO”) and was reviewed at the meeting.

Member Yoshimi pointed out it was the ITSC’s intent to set metrics that are difficult to achieve, with the expectation that it would be an extremely challenge to have all “A”s; they are “stretch goals.”

Member Sakuda moved to form a Permitted Interaction Group to assist in the evaluation of current metrics, consider new metrics, and evaluate status in light of any new requirements since the last legislative session. Member Yoshimi seconded the motion. The motion passed unanimously.

VIII. Good of the Order

The next scheduled meeting of the ITSC is on Thursday, November 9, 2017, 1:30 – 3 p.m, in the State Capitol, Room 329.

ETS will schedule a separate meeting of the Permitted Interaction Group.

IX. Adjournment

Member Yoshimi moved to adjourn the meeting, and Member Nishida seconded the motion. The motion passed by unanimously, and the meeting adjourned at 2:38 p.m.

Respectfully Submitted,

Date

Keith A. DeMello
Senior Communications Manager
Office of Enterprise Technology Services
State of Hawai‘i